Approved For Release 2001/07/28 : CIA-RDP78-04718A001000320029-6

30 April 1953

25X1A [redacted]

SUBJECT: Retroactive Approvals and Authorizations

REFERENCE: [redacted] Dated 10 April 1953, "Clandestine Services Travel Procedures"

25X1A

1. The reference notice carried an amendment to travel procedures issued 26 February 1953. Your attention is directed to Paragraph 3. b (2) (b). "Retroactive approval of travel performed at personal expense will be granted only when it can be demonstrated that an unanticipated situation of extreme urgency prevented the obtaining of prior authorization." Your attention is also directed to Paragraph 3. c (1) (c) having to do with temporary duty travel in which the last sentence states "This emergency authorization will be the personal responsibility of the Area Division Chief."

2. Retroactive authorization of travel is rarely justified. As in the exercise of most special authority, it is usually a reflection of bad planning and poor staff work. With the increasing emphasis being placed by the Director upon the proper and adequate expenditure and control of unvouchered funds, it is even more important that everyone avoid the need for resorting to such irregular practices.

3. Although the reference notice is addressed only to the problem of travel, the same issue is involved in retroactive approval of salary commitments to agents, delayed accountings for advances, and commitments or expenditures by persons not authorized to make such commitments or expenditures. The Administrative Staff of SR Division is prepared and willing to give every assistance and expeditious treatment to any travel or financial problem of the operating branches. In most instances a prompt call upon this Staff for assistance will obviate the need for later laborious or detailed explanation or justification.

25X1A9a [redacted]

Chief, SR/Administrative Staff

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